

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

AMERICAN CIVIL LIBERTIES UNION, et al.,

Plaintiffs,

v.

FEDERAL BUREAU OF INVESTIGATION,
et al.,

Defendants.

Civil Action No. 05-CV-1004

EXHIBIT L

(Rev. 01-31-2003)

FEDERAL BUREAU OF INVESTIGATION**Precedence:** ROUTINE**Date:** 12/07/2004**To:** All Field Offices**Attn:** CDCs

FBIHQ, Manuals Desk

From: Records Management

RIDS/SRU

Contact: JoAnn I. Gallahan, (202) 324-6792**Approved By:** Hardy David *MDH*
Gehle Keith *KG*
Jackson Margaret Payne *MPJ***Drafted By:** Gallahan JoAnn I: jig**Case ID #:** 66F-HQ-A1358157-MISC - *123*
66F-HQ-C1384970 (Manuals Desk) - *15332***Title:** RECORDS MANAGEMENT DIVISION-MISC
ACLU Freedom of Information Act
Requests concerning JTTF Issues**Synopsis:** To request that any Freedom of Information Act, (FOIA) request from the American Civil Liberties Union, (ACLU) concerning the Joint Terrorism Task Force, (JTTF) issue be immediately forwarded to FBIHQ.**Details:** The CDCs are advised to read the SIOC Sentinel dated December 3, 2004, for appropriate details. The ACLU plans to file FOIA requests to various FBI Field Offices. The ACLU requests are seeking records concerning the JTTF and/or Organizations and Individuals that the FBI may have targeted or placed under surveillance, in particular, peace groups. Any ACLU request received in the Field Offices concerning this matter must immediately be forwarded to the Records Information/Dissemination Section (RIDS), Service Request Unit (SRU), JoAnn Gallahan, Room 6359, or faxed to (202) 324-3752 for appropriate handling. FBIHQ has already received a twenty-four page request that the ACLU sent to the Denver Office. It is expected that other field offices will receive similar requests.

♦♦

This EC:	Initials	Date
Is OK To Upload	<i>MDH</i>	12/10/04
Was Updated BY	<i>MDH</i>	12/7/04

To: All Field Offices From: Records Management
Re: 66F-HQ-A1358157-MISC 12/07/2004

LEAD(s):

Set Lead 1: (Action)

ALL RECEIVING OFFICES

Forward any ACLU FOIA requests regarding this matter immediately to FBIHQ, Attention: JoAnn Gallahan, Room 6359, or fax to (202) 324-3752.

(Rev. 01-31-2003)

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 1/04/2005

To: All FBIHQ Divisions
All Field Offices

Attn: FBIHQ, Manuals Desk
Chief Division Counsel
Administrative Officer

From: Records Management

RIDS/Service Request Unit (SRU)

Contact: Margaret Payne Jackson, (202) 220-1194

Approved By: Hardy David M
Gehle Keith R

Drafted By: Jackson Margaret Payne

Case ID #: 66F-HQ-1358157-MISC - 127

Title: RECORDS MANAGEMENT DIVISION-MISC
American Civil Liberties Union
Freedom of Information Act Request
for Information concerning JTTF, et al.

Synopsis: To request all Divisions submit responsive records concerning the Joint Terrorism Task Force, (JTTF), National JTTF, various organizations and individuals in response to requests that will be forwarded to you via the SRU.

Reference: 66F-HQ-1358157-MISC-Serial 123

Details: Pursuant to above referenced communication, field offices forwarded ACLU requests for information for records concerning the JTTF, National JTTF, several organizations and individuals.

Each Field Office will be contacted via office mail by a representative from the SRU. The communication will include a copy of this EC, a cover memo and the actual request for information. This procedure is necessary to coordinate the vast amount of requests, requesters, subjects and materials involved. The purpose of this EC is to request the field offices submit responsive materials including any and all records, emails and communications to the SRU after contact by the SRU representative.

To: All FBIHQ Divisions From: Records Management
• All Field Offices
Re: 66F-HQ-1358157-MISC-, 01/04/2005

LEAD(s):

Set Lead 1: (Info)

ALL RECEIVING OFFICES

Please remit requested documents after SRU
representative contacts your office via office mail,

♦♦